



1651 Alhambra Boulevard
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Gray Davis,
Governor

CLASSIFICATION: Staff Information Systems Analyst (Specialist)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Interim Statewide Automated Welfare System
8810 Cal Center Drive
Sacramento, CA. 95826
(Do not send your state application to this address)

Free Parking Available

SALARY: \$4,507 - \$5,480

Duties/Responsibilities:

Under general supervision of the Data Processing Manager I (DPM I), Analysis Unit, the Staff Information Systems Analyst (SISA) Specialist, is responsible for development of databases and other tools necessary to monitor and report on the Interim Statewide Automated System (ISAWS) application maintenance process. The SISA independently: analyzes complex and sensitive data; develops intricate databases and tests the validity of the stored data and the resulting reports; and suggests process improvements. The SISA performs the following for the ISAWS System Support (ISS) organization: analyzes processes; develops data collection tools and provides management reporting regarding the ongoing operation of the ISAWS application; determines data needs; develops databases and other methodologies as required to obtain a historical record of the application change process; provides tools to management and staff to improve the efficiency of the change process; provides budget projection data and other management information as required; and works with internal and external customers to provide them with the data necessary to make programmatic decisions and to provide data interfaces with the ISAWS application. As backup to the DPM I, the SISA monitors team member activities to ensure application software changes are developed, tested, implemented timely, and that internal and external stakeholders are notified. The SISA also acts as a liaison with state and county governments and the maintenance contractor staff. The SISA will conduct business activities in a professional manner that leads to exemplary customer service.

Desirable Qualifications:

- In-depth experience with Microsoft Access. This includes experience using SQL and VBA in developing databases.
- Experience with proper database development techniques.



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- Experience managing the development lifecycle for software application changes.
- Knowledge of data processing and management trends.
- Knowledge of system testing concepts/methodologies.
- Knowledge of database administration including tracking of database performance, database use, and tracking complaints and requests for changes.
- Knowledge of database reporting tools such as Remedy, Crystal Reports and ReportSmith.
- Knowledge of the system development life cycle.
- Skill in written and verbal communication to ensure the flow of information with all levels of staff, vendors, and control agencies.
- Ability to organize and prioritize work to complete assignments within strict timelines to ensure customer satisfaction.
- Ability to solve problems and make decisions independently.
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.

Who May Apply:

- HHSDC employees who are at or have lateral transfer eligibility to the Staff Information Systems Analyst (Specialist) classification.
- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)
- SROA/surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/surplus candidate.)

Pending freeze exemption approval for candidates other than current HHSDC state employees.

Inquiries regarding this position may be directed to John Rubio at (916) 255-0453.

Please reference RPA # 03-127 on your application.

Final Filing Date: April 8, 2003

Submit applications/resumes to:

Health and Human Services Data Center
Attention: Laurie Sanders
Human Resources Branch, Exam and Recruitment
1651 Alhambra Boulevard
Sacramento, CA 95816